



COUNTY OF LOS ANGELES
HISTORICAL LANDMARKS and RECORDS COMMISSION

383 Kenneth Hahn Hall of Administration · 500 West Temple Street · Los Angeles, CA 90012
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Louis Skelton, CHAIRMAN • Stephen Sass, VICE-CHAIR
Helen J. Monteilh • Yolanda Duarte-White • Ivy Sun, COMMISSIONERS

MINUTES OF THE MEETING OF MARCH 2, 2007

Room 372, Kenneth Hahn Hall of Administration
500 West Temple Street, Los Angeles, CA 90012

PRESENT:

Louis Skelton, Chairman
Stephen J. Sass, Vice Chair
Yolanda Duarte-White
Ivy Sun

EXCUSED ABSENT:

Helen J. Monteilh

EX OFFICIO REPRESENTATIVES:

NONE

GUESTS:

Jay Jones, Acting Archivist, Los Angeles City Archives
Loreto Maldonado, County Records and Archives Coordinator
Chief Administrative Office
Unincorporated Area Services and Special Projects
Kary Golden, Assistant, Assistant County Records and Archives Coordinator
Chief Administrative Office
Unincorporated Area Services and Special Projects

OTHERS PRESENT:

Rosemary Osuna, Staff, Board of Supervisors
Rhonda Rangel, Staff, Board of Supervisors
Martha Arana, Staff, Board of Supervisors

CALL TO ORDER

Chair Skelton called the meeting to order at 9:15 a.m. Chair Skelton extended a moment of silence in memory of Ms. Demetria "Dedie" Ward who passed away unexpectedly on December 23, 2006.

APPROVAL OF THE DECEMBER 1, 2006 MINUTES

On motion of Commissioner Duarte-White, seconded by Commissioner Sass, and unanimously carried, the minutes for the meeting of December 1, 2006 were approved as submitted.

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CHAIRMAN'S REPORT

Chair Skelton reported the following:

- He attended Ms. Demetria "Dedie" Ward's services which were very moving and well attended. Many of the young adults who attended the services shared their inspirational experiences with Ms. Ward.
- Commissioner Sun and Chair Skelton met with Supervisor Antonovich and Planning Deputy, Paul Novak, to discuss the Records Retention Project and the feasibility of establishing a Historic Preservation Ordinance in the County of Los Angeles. Mr. Novak was invited to attend today's HLRC meeting.

STAFF REPORT

None

(Vice-Chair Sass joined the meeting at 9:15 a.m.)

**REVIEW OF NATIONAL REGISTER OF HISTORIC PLACES NOMINATIONS FOR
GEORGE M. BUFFUM HOUSE**

The Commission reviewed the Buffum House application and found the house to be a good candidate for the California Register of Historic Places. However, the application's cover letter included several comments which were inconsistent with the description of the property in the report.

After discussion, on motion of Commissioner Sass, seconded by Commissioner Duarte-White, and unanimously carried, the Commission recommended the Buffum House for registration to the California Register of Historic Places. Also the Commission recommended that the applicant exclude the cover letter from the documents to be presented to the Office of Historic Preservation.

**COUNTY RECORDS – DRAFT GENERAL RETENTION SCHEDULE –
STAKEHOLDERS' SCHEDULE, LORETO MALDONADO**

Ms. Loreto Maldonado introduced Mr. Kary Golden, Assistant County Records and Archives Coordinator, a new staff member with the Chief Administrative Office (CAO).

Ms. Maldonado reported the following:

- The Chief Administrative Officer (CAO) in collaboration with the Records and Archives Task Force, Records and Archives Coordinators, and consultants are currently working together to implement a Records and Archives Inventory and Retention Schedule (RAIRS) Program.
- The CAO, Chief Information Officer and County Counsel are working collectively to assist and lead County Departments to transition into the RAIRS Program and to ultimately bring back to the Board of

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Supervisors recommendation, procedures, and policies to fully implement the Program.

- CAO has met with departments to assist them in streamlining their inventories of records and archives and to aide them in the development of timely Inventories and Retention Schedules.
- A General Retention Schedule (GRS) for common records found throughout the county has been completed, and once adopted by the Board of Supervisors, will result in the implementation of mandatory retention schedules.
- CAO will also host workshops to aide departments in expediting the development of inventories and retention schedules.
- The Office County Counsel has held two electronic storage training sessions for County Departments – February 1 and March 1, 2007 – as a result of the amendments to the Federal Code of Civil Procedures, which set standards for electronically stored information.
- The Records Retention Program anticipates the likelihood of saving the County a substantial amount of money.
- The CAO holds quarterly meetings to discuss the County's Records Management Program. Key individuals and stakeholders are invited to attend these meetings. Additionally, quarterly reports are prepared by the CAO's office and distributed to key individuals and stakeholders to keep them current. Commissioners are welcomed to attend and comment on the reports or make recommendations.

Commissioner Skelton commended Ms. Maldonado and Mr. Kary Golden for the presentation and invited them to attend future HLRC meetings.

DISCUSSION ON HISTORICAL LANDMARKS PRESERVATION ORDINANCE

Chair Skelton reported that Commissioner Sun and he attended a meeting with Supervisor Antonovich and Planning Deputy, Mr. Paul Novak to discuss the Records Retention Project and the feasibility of establishing a Historic Preservation Ordinance in the County of Los Angeles.

Staff informed the Commission that the Department of Regional Planning conducted a Study on Historic Preservation Ordinance in the County of Los Angeles. Chair Skelton requested that Commission Staff contact the Department of Regional Planning to request a presentation before the Commission on the results of the study.

EX-OFFICIO MEMBER REPORTS

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None

**MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON
THE AGENDA FOR ACTION AT A FUTURE MEETING)**

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:20 a.m.